



Operating System

Windows® 2000 Professional Usability Improvements

Technical Walkthrough

Abstract

This walkthrough outlines the new features and usability improvements of the Microsoft® Windows® 2000 Professional operating system. With these improvements, the user can access information and accomplish tasks more quickly. New features--such as My Network Places, a common dialog box, enhanced History folder, a more desktop-centralized My Documents folder, and image preview facilities--provide more accessible methods for locating, using, storing, and printing every kind of document on your computer.

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INTRODUCTION

With the Microsoft® Windows® 2000 Professional operating system, faster access to information allows you to accomplish tasks more quickly.

Windows 2000 Professional makes it easier to:

- Work with files
- Find information
- Personalize your computing environment
- Work on the Web
- Work remotely
- Work securely

WORKING WITH FILES

A number of new features in Windows 2000 Professional make it easier to find, use, store, and print important documents, whether they are spreadsheets, white papers, reports, or images.

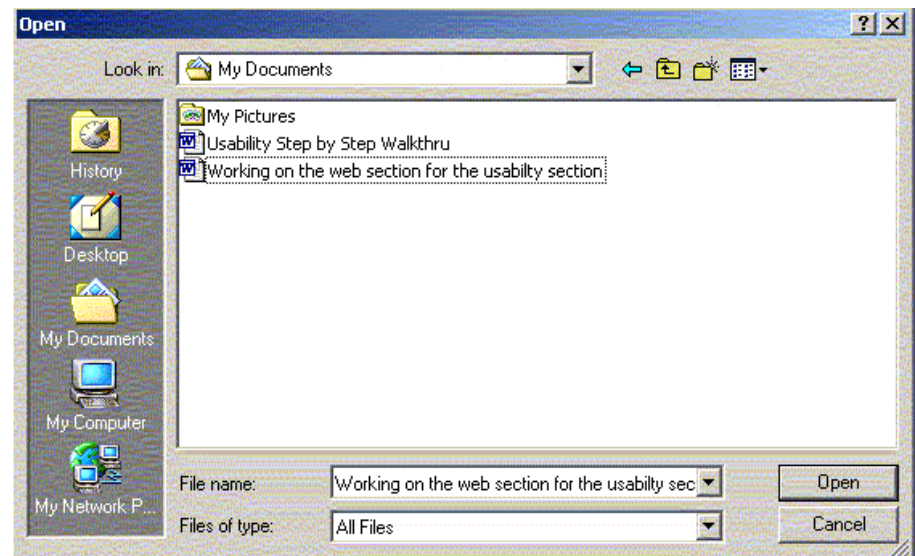
Open With Command

From the **File** menu, you can choose the **Open With** command to:

- Use any of your favorite programs to select and open a specific file type.
- See a full list of programs, with their traditional associated icons, and choose one to open a file.

Common Dialog Box

Windows 2000 Professional has a new common dialog box for opening and saving files from any program. So you can navigate to any file anywhere on your computer or your network from the same window.



This dialog box also supports AutoComplete, which saves previous entries you've made for files or documents. When you type the first few letters of a file or document under File name, AutoComplete suggests possible matches.

History Folder

Windows 2000 Professional keeps a list of your most recently used files, folders, and network servers in the History folder, and automatically displays them when you search for information or resources. The list is updated continuously.

My Network Places

My Network Places automatically keeps track of all your favorite folders on the local network. The first time you open a file on your network, a shortcut to its folder appears in My Network Places; the next time you want the file, it's easy to access.

My Network Places shows both the folders and the servers that contain files.

My Documents

My Documents is a folder that provides you with a convenient place to store documents, graphics, or other files that you want to access quickly.

When you save a file in any program that meets the Windows 2000 Application Specification, or when you save Web documents from Microsoft Internet Explorer to your computer, the file or document is automatically saved in My Documents unless you choose a different location.

When multiple user accounts are configured on the same computer, each user has a My Documents folder (located in the Documents and Settings*username* folder). Although My Documents is the default storage location for several programs, your documents are not stored in the same My Documents folder as another user's.

You can change the location of your My Documents folder by right-clicking **My Documents** on the desktop, and then clicking **Properties**. In the **My Documents Properties** dialog box, type or browse (click **Find Target**) for the path and folder name where you want to store your My Documents folder.

My Pictures

My Documents also contains the My Pictures folder, which is the default storage location for pictures when you save them from your digital camera to your computer.

Image Preview

Image Preview lets you work with image and picture files without opening an image editing application. If you store your picture files in the My Pictures folder, you see the preview window automatically.

Image Preview displays a full-resolution representation of your picture to the left of the file details of the picture in Windows Explorer. By clicking the buttons at the top of the preview window, you can view the picture in either a full-screen window or scaled to actual size, and you can zoom in and out of picture details.



If the picture or image file is stored on a drive that uses the NTFS file system, you can also enter text descriptions of picture attributes, such as a title, subject description, or category.

To preview an image or picture

1. In Windows Explorer, click the folder that contains your pictures.
2. If your pictures are stored in the My Pictures folder, click the name of the picture you want to preview.
3. If your pictures are not stored in the My Pictures folder, click the **View** menu, click **Customize This Folder**, and then follow the rest of this procedure.
4. Click **Choose or edit an HTML template**, and then click **Next..**
5. Click **Image Preview**, and then follow the instructions on your screen to

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- complete the wizard and turn on Image Preview.
6. Click the name of the image you want to preview.

Notes

- The Image Preview window appears to the left of your file list. The initial size of the picture is the one that best fits the size of the preview window.
- To change the size of the preview window, click the name of the picture you want to preview, and then drag the edges of the preview window to the desired size.
- To see picture details up close, click the name of the picture you want to see, click **Zoom In** , and then click the area of the picture you want to see in detail.
- To see a full-screen preview of an image or picture, click the name of the image or picture you want to see, and then click **Full Screen Preview** .

To view or change attributes of an image or picture

1. In Windows Explorer, select the image or picture.
2. On the **File** menu, click **Properties**.
3. On the **Summary** tab, if **Title**, **Subject**, **Category**, **Author**, **Keywords**, and **Comments** are not listed, click **Simple**.
4. Type text descriptions for the attributes you want to track.
5. To enter text descriptions for additional attributes, click **Advanced**.

Notes

- It is not necessary to activate the preview window in order to change attribute descriptions.
- You can enter attribute descriptions only if the file resides on a drive using NTFS.

Managing Your Print Jobs

You can manage your print jobs without leaving the program in which you are working. For instance, from any document, you can:

- Check the number of jobs in the print queue before choosing a printer.
- Search for a printer on the network that has the capabilities you want, such as double-sided or color printing.
- Add a printer.

To view different print management options

1. On the **File** menu of the program you are using, click **Print**.
 - You can see the number of documents waiting to print on any printer installed on your computer by right-clicking the printer in **Select Printer** and then clicking **Open**.
 - If you are logged on to a Windows 2000 domain running the Active Directory™ directory service, you can click **Find Printer** to search for a printer on the network with the capabilities you want, such as high-speed or color printing.

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- To store a document as a file rather than sending it to the printer, select the **Print to file** check box.
 - You can add a printer directly from the common print dialog box.

FINDING INFORMATION

New search features in Windows 2000 Professional help you quickly get the information you need.

Search Assistant

Search Assistant makes it easier to search for files and folders, printers, people, and other computers on your network. It even makes it easier to search on the Internet. And the Search Assistant Indexing Service maintains an index of all the files on your computer, making searches even faster.

When you use Search Assistant, you can specify several search criteria. For example, you can search for files and folders by name, type, and size. You can even search for files containing specific text. If you need a printer and are using Active Directory, you can search for a printer with a specific name or location. If you need a printer with special features, you can search for a specific model.

Some enhanced features are available only if your computer is connected to a Windows 2000 network.

Active Directory

With Active Directory, you can perform fast and powerful enterprise-wide searches in order to easily find the people or software and hardware resources in your enterprise.

If your computer is connected to a Windows 2000 network, the network administrator can create a Global Catalog, an optimized index of the resources that have been tagged as important, to expedite searches.

Indexing Service

Indexing Service uses keywords to index the contents and properties of documents on every drive, making searches faster and more meaningful. You can also control what information is included in the indexes. Indexing Service is designed to run continuously and requires little, if any, maintenance.

For information about using Indexing Service

1. Click **Start**, point to **Settings**, and click **Control Panel**.
2. Double-click **Administrative Tools** and then double-click **Computer Management**.
3. In the **Action** menu, click **Help**.

Integrated Searches

You can use the Search Assistant dialog box to search your computer's hard drive, your network, or the Internet. All of your search results are displayed with a thumbnail view of the file, a list of the file type and size, and the date the file was last modified.

If Microsoft Index Server has also been installed, search results can be sorted

according to rank.

Searching for Files or Folders

Windows 2000 Professional offers a number of ways to find files or folders.

- The **Search** command on the **Start** menu offers the most direct way to locate a file. Use the **Search** command if you know the name of the file or folder. If you know only part of the name, you can use wildcards to locate all files or folders that include that part in the name. For instance, *letter.* will find Holiday letter.doc, Special letter.doc, and Special letter.txt.
- Windows Explorer provides a quick way to see all the files and folders on your computer. Use Windows Explorer if you know where the file or folder is located. It is also a good way to copy or move files from one folder to another.
- My Computer provides a simpler view of the folders on your computer. In My Computer, you only have to look at the folder you're interested in; you don't see all the others at the same time. Use My Computer if you want to work with a number of files in one folder, or if you want to reorganize the contents of a folder by creating new subfolders or renaming subfolders.
- My Network Places provides a view of all the shared computers, files and folders, printers, and other resources on the network to which your computer is connected. My Network Places presents a view of the network similar to the view of your computer presented by Windows Explorer. Use My Network Places when you want to see all the resources available on the network, when you know where the resource you want is located, or when you want to copy files and folders from one network location to another network location or to your hard drive.
- The **Map Network Drive** command lets you display a network resource in My Computer or Windows Explorer, which makes your network resources easier to find. Use **Map Network Drive** for network resources you use frequently or when you know the exact network path and name of the resource you want to connect to.

To search for a file or folder

1. Click **Start**, point to **Search**, and then click **For Files or Folders**.
2. In the **Search for files or folders named** box, type all or part of the file name or folder you want to find.
3. To search for files containing specific text, in **Containing text**, type the text you want to find.
4. In **Look in**, select the drive, folder, or network you want to search.
5. To specify additional search criteria, click **Search Options**, and then select one or more of the following to narrow your search:
 - Select the **Date** check box to look for files that were created or modified on or between specific dates.
 - Select the **Type** check box to look for files of a specific type, such as a .txt or .doc file.

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- Select the **Size** check box to look for files of a specific size.
 - Select the **Advanced** check box to specify additional search criteria.
6. Click **Search Now**.

Notes

- If you get too many results, try entering additional search criteria to make your search more specific.
- To clear the search criteria fields and begin a new search, click **New**.

Other Searches

To search for a computer on the network

1. Double-click **My Network Places**.
2. Click **Search on the toolbar**.
3. In **Search for**, type the name of the computer you want to find.
4. Click **Search Now**.

Note

- To clear the search criteria fields and begin a new search, click **New**.

To search for a printer

1. Click **Start**, point to **Search**, and then click **For Printers**.
2. In the **In** box, select the domain you want to search, or click **Browse** to locate a domain.

If you choose **Entire Directory**, you will not be able to narrow your search using the **Advanced** tab.

3. Enter the desired search parameters on the **Printers**, **Features**, and **Advanced** tabs.

On the **Printers** tab, enter the name, location, and model of the printer. If a location appears in **Location**, your network administrator set up the network so that Windows will attempt to display the printers nearest you by default. You can also click the **Browse** button to search for a printer in another location. If **Location** is empty, Windows will search the entire Directory for printers, although you can still enter a location if you know the name of the location.

On the **Features** tab, you may select additional search options, such as whether the printer can print double-sided copies or print at a specific resolution.

On the **Advanced** tab, you may search using custom or additional fields specifying criteria such as whether the printer supports collation or a specific printer language.

4. Click **Find Now** to run your search or click **Clear All** to clear the search criteria

fields and begin a new search.

Notes

- You can only search for printers in Active Directory if you are logged on to a Windows 2000 domain.
- If too many printers are listed in the search results, try entering additional search criteria to make your search more specific.
- To connect to a printer displayed in the results list, right-click the printer and then click **Connect**, or double-click the printer you want to use.
- You can sort and filter the printers listed in the search results, and you can also save your search query.
- You can also search for printers when using the Add Printer wizard to connect to a printer on a network.

To search for people and groups on the Internet or in your organization

1. Click **Start**, point to **Search**, and then click **For People**.
2. In **Look in**, choose the directory service, contact list, or Internet search service you would like to use.

You can choose from several Internet search services that specialize in finding e-mail addresses, phone numbers, and names. To go directly to the Web site of one of these Internet search services, click the **Web Site** button.

3. Enter the information about who you are searching for, and then click **Find Now**.

If you do not get any results, try removing some of the search information to make your search more general.

Note

- To clear the search criteria fields and begin a new search, click **Clear All**.

To search on the Internet

1. Click **Start**, point to **Search**, and then click **On the Internet**.
2. Under **Choose a category for your search**, click the category you would like to search. Click **More** to see additional search categories.
3. Enter the information that you are searching for, and then click **Find Now**.
4. If you do not get any results, try removing some of the search information to make your search more general.
5. In the list of search results, click a link to display the Web page.

Notes

- To clear the search criteria fields and begin a new search, click **New**.
- For each Search category, the Search window provides access to several Internet search services you can choose from to perform your search. In the Search window, click **Next**, and the next search service in the list will perform your search. To view the list of available search services for the selected

search category, click the down-arrow adjacent to **Next**.

- You can customize the list of available search services used with each search category, and other aspects of how your computer performs Internet searches, by clicking **Customize** in the Search window.
- To find information quickly, type **go**, **find**, or **?** followed by the text you want to search for, in the address bar of Internet Explorer.
- For more tips on how to use Internet Explorer, click the **Help** menu in Internet Explorer.

To search for text on an open Web page

1. Click the **Edit** menu, and then click **Find (on This Page)**.
2. In **Find What**, type the text you would like to find, and then click **Find Next**.

Saving Search Queries

To save a search query

1. When your search is complete, click on the search results pane, and then click **Save Search** on the **File** menu.
2. In **Save in**, specify the location where you want to save the search query.
3. In **File name**, type a name for the file you want to save, and then click **Save**.

Notes

- When you open a search query, it will automatically begin a new search using the saved search criteria.
- If you are searching for printers, and you filter your search results, the filter criteria will not be saved with the search query.

PERSONALIZING YOUR DESKTOP

Microsoft Windows 2000 Professional helps you customize your desktop environment to suit your needs.

Personalized Menus

Personalized Menus organizes the **Programs** menu to reflect how *you* use *your* computer. When Personalized Menus is turned on, Windows 2000 keeps track of which programs you use, hiding the programs you have not used recently while keeping all of your programs easily accessible.

To change the Personalized Menus setting

1. Click **Start**, point to **Settings**, and then click **Taskbar & Start Menu**.
2. Click the **Start Menu Options** tab.
3. In Start Menu Settings, select or clear the Personalize Menu option.

Notes

- To open the **Taskbar Properties** dialog box, right-click an empty area on the taskbar, and then click **Properties**.
- Under **Start Menu Settings**, you can select other options as well:

Option	Function
Display Administrative Tools	Adds the Administrative Tools menu to the Programs menu.
Display Favorites	Adds the Favorites menu to the Start menu.
Display Logoff	Adds a Logoff command to the Start menu.
Expand Control Panel	Displays the Control Panel menu contents in a list instead of a window.
Expand My Documents	Displays the My Documents menu contents in a list instead of a window.
Expand Network and Dial-up Connections	Displays the Network Dial-up Connections menu contents in a list instead of a window.
Expand Printers	Displays the Printers menu contents in a list instead of a window.
Scroll the Programs menu	Displays the contents of the Programs menu in a scrolling list instead of columns.

Customizing Toolbars

To increase your productivity, you can tailor your desktop environment with customized toolbars by:

- Adding new buttons.
- Changing the order in which the buttons appear.

-
- Removing buttons that you don't need.

To add toolbars to the taskbar

1. Right-click an empty area on the taskbar.
2. Point to **Toolbars**, and then click the toolbar you want to add:
 - The Quick Launch bar makes it easy to open an Internet Explorer window, read your e-mail, or access frequently used programs.
 - The Address bar lets you quickly go to any Web page you specify.
 - The Desktop bar places items from your desktop, such as the Recycle Bin and My Computer, on the taskbar.
 - The Links bar automatically connects you to frequently used Web sites.

To resize or move the toolbar on the taskbar

- Point to the vertical bar on the left side of the toolbar and drag it to the left or right.

To create a "floating" toolbar

- Drag the toolbar from the taskbar to the desktop.

To remove the toolbar

- Right-click an empty area on the taskbar, point to **Toolbars**, and then click one of the checked toolbars.

Active Desktop

Active Desktop™ helps you customize your desktop, making it easy to start programs and stay informed via the Internet or your intranet. Using Active Desktop, you can:

- Display Web content directly on your desktop.
- Schedule automatic updates of Web content.
- Create personalized shortcuts to Web or intranet sites.

To turn on Active Desktop

- Right-click a blank area on the desktop, point to **Active Desktop**, and then select **Show Web Content**.

Or

- Double-click **Display in Control Panel**, click the **Web** tab, and then select the **Show Web content on my Active Desktop** check box.

Accessibility Wizard

If you have slightly impaired vision, are deaf or hard of hearing, or have difficulty typing or using a mouse, you can use the Accessibility wizard in Windows 2000 Professional to adjust the appearance and behavior of the display, mouse, and keyboard to make your computer easier to use. You can even save your accessibility settings to a file and use them on another computer.

To open the Accessibility wizard

- Click **Start**, point to **Programs**, point to **Accessories**, point to **Accessibility**, and then click **Accessibility Wizard**.

To maintain your accessibility settings

- In the **Set Wizard Options** screen, click the **I want to set administrative options** check box.

Control Panel Accessibility Options

Accessibility Options in Control Panel allow you to customize the way your keyboard, display, and mouse function. Many of these features are also useful to people without disabilities.

- **StickyKeys**: enables simultaneous keystrokes while pressing one key at a time.
- **FilterKeys**: adjusts the response of your keyboard.
- **ToggleKeys**: emits sounds when certain locking keys are pressed.
- **SoundSentry**: provides visual warnings for system sounds.
- **ShowSounds**: instructs programs to display captions for program speech and sounds.
- **High Contrast**: improves screen contrast with alternative colors and font sizes.
- **MouseKeys**: enables the keyboard to perform mouse functions.
- **SerialKey Devices**: allows the use of alternative input devices instead of a keyboard and mouse.

To change accessibility settings from Control Panel

- Choose **Start**, point to **Settings**, select **Control Panel**, and then select **Accessibility Options**.

Utility Manager

Utility Manager enables users with special needs to easily access most of the accessibility programs available on their computer. Opening Utility Manager allows you to check a program's status, start or stop the program, and start the program automatically when Windows 2000 and Utility Manager start.

To open Utility Manager

- Click **Start**, point to **Programs**, point to **Accessories**, point to **Accessibility**, and then click **Utility Manager**.

Magnifier and Narrator are built-in programs accessible from the Utility Manager. On-Screen Keyboard can be added by a user with administrator access from the On-Screen Keyboard **File** menu.

Narrator, a text-to-speech program included with the U.S. English version of Windows 2000, starts automatically when Utility Manager opens. This gives users

who are blind or have low vision immediate access to Utility Manager.

As an example of the time saving value of Utility Manager, if you use the visual aid Magnifier, you can specify that Magnifier start automatically the next time you turn on your computer. You do not have to go through the steps of opening Magnifier each time you start Windows 2000.

Other utility programs

The Accessibility tools that ship with Windows 2000 are intended to provide a minimum level of functionality for users with special needs. Most users with disabilities will need utility programs with higher functionality for daily use. For a list of Windows-based accessibility utilities, see the Microsoft Accessibility Web site at <http://www.microsoft.com/enable>.

WORKING ON THE WEB

Microsoft Windows 2000 Professional lowers barriers to working on the Web, making it significantly easier to set up and configure several types of connections.

Connecting to the Internet

You can use the Internet Connection wizard to:

- Establish a new Internet account.
- Transfer an existing account.
- Configure your computer to access the Internet through a local area network.

Finding Information

The Search feature makes the quest for information on the Internet virtually painless.

Clicking the **Search** button on the browser toolbar opens the Search box, a separate pane on the left side of the window.

To find information on the Internet

- Click the **Search** button on the Internet Explorer toolbar.
- Type a word or phrase in the **Search** box, and click **Search**.
- To view the results from a different search provider, click **Next**.

The Search Assistant helps you narrow your search. Choose the type of information you want to find (such as a Web page, a business, or an individual's e-mail address), and the Search Assistant will choose a search service that specializes in that area.

When you type in your search request, a list of results appears in the Search bar. As you click items in this list, the actual pages appear in the right side of the browser window. Click the **x** at the top of the Search bar to close it.

Favorite Sites

When you find Web sites or pages that you like, you can keep track of them by adding them to your Favorites list—making it easy to open them in the future. Any time you want to open that page, just click the **Favorites** button on the toolbar, and then click the shortcut in the Favorites list.

To add a page to your list of favorite pages

1. Go to the page you want to add to your Favorites list.
2. On the **Favorites** menu, click **Add to Favorites**.
3. Type a new name for the page if desired.

Notes

- To open one of your favorite pages, click the **Favorites** menu, and then select the page you want to open.

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- As your list of favorite pages grows, you can organize it into folders.
 - If you visit certain sites or pages often, add them to your Links bar.

To add a page to your Links bar

The Links bar is located next to the Address bar, which makes it a convenient place to add links to a few Web pages that you use frequently. Just click the link to display the page.

You can add a page to the Links bar in a variety of ways:

- Drag the icon for the page from your Address bar to your Links bar.
- Drag a link from a Web page to your Links bar.
- Drag a link to the Links folder in your Favorites list.

Notes

- If the Links bar does not appear on the toolbar, click the **View** menu, point to **Toolbars**, and then click **Links**.
- You also can organize your links by dragging them to a different location on the Links bar.

Setting Up Your Home Page

You can choose any Web page to be the first page you see when you open Internet Explorer. In most cases, the first time you use Internet Explorer, your home page has been chosen for you.

One common home page is the msn.com home page (<http://www.msn.com/>). In addition to providing free and easily available e-mail, the msn.com home page gives you an organized, central location for gaining access to useful information. The msn.com home page also contains a link to MSN™ worldwide sites.

To change your home page

Your home page is the page that is displayed every time you open Internet Explorer. Make sure it is a page that you want to view frequently. Or make it one that you can customize to get quick access to all the information you want.

1. Go to the page you want to appear when you first start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **General** tab.
4. In the **Home page** area, click **Use Current**.

Note

- To restore your original home page, click **Use Default**.

Exploring Your Browsing History

Want to go back to a Web page you found two weeks ago? When you click the **History** button on the browser toolbar, the History bar opens, displaying a record of all the sites you have visited in the last 20 days, including HTML pages on your

computer. (You can change the number of days that History keeps. In My Computer, click the **View** menu, point to Explorer Bar, and then click **History**.)

You can sort the list in several ways—by site name, frequency of visits, or order visited—to make it easier to find the site you want. You can also search the list for a key word in a site name.

To find a page that you just visited

- To return to the last page you viewed, click the **Back** button on the toolbar.
- To view one of the last nine pages you visited in this session, click the arrow to the side of the **Back** or **Forward** button, and then click the page you want from the list.

To find a page you've seen in the last few days

1. On the toolbar, click the **History** button.

The History bar appears, containing links for Web sites and pages visited in previous days and weeks.

2. In the History bar, click a week or day, click a Web site folder to display individual pages, and then click the page icon to display the Web page.

To sort or search the History bar, click the arrow next to the **View** button at the top of the History bar.

Notes

- You can hide the History bar by clicking the **History** button again.
- You can change the number of days that pages are saved in the History list. The more days you specify, the more disk space is used on your computer to save that information.

Using the Internet with Your Laptop

It's easy to take the Web with you when you don't have an Internet connection. You can make pages available for offline viewing—to catch up while you are on an airplane, for example.

When you save a Web page to your Favorites list, all you have to do is select the **Make available offline** check box. To make sure you have the latest information on your offline pages, use the **Synchronize** command on the **Tools** menu in the browser. You can also set a schedule to synchronize your offline favorites automatically.

Internet Explorer determines whether you are connected to the Internet and will offer to connect you or let you work offline. When you choose to work offline, you can just click the pages in your Favorites list that you want to view. Internet Explorer will then display the most recently synchronized version of a page from your hard disk.

Making Pages Available for Offline Viewing

When you make a Web page available offline, you can read its content when your computer is not connected to the Internet. For example, you can view Web pages on your laptop computer when you don't have a network or Internet connection. Or you might want to read Web pages at home without tying up a phone line.

You can specify how much content you want available, such as just a page or a page and all its links, and choose how you want to update that content on your computer.

If you just want to view a Web page offline, and you don't need to update the content, you can save the page on your computer. There are several ways you can save the Web page, from just saving the text, to saving all of the images and text needed to display that page as it appears on the Web.

To make the current Web page available offline

1. On the **Favorites** menu, click **Add to Favorites**.
2. Select the **Make available offline** check box.
3. To specify a schedule for updating that page, and how much content to download, click **Customize**.
4. Follow the instructions on your screen.

Note

- Before you go offline, make sure you have the latest version of your pages by clicking the **Tools** menu and then clicking **Synchronize**.

To make an existing favorite item available offline

1. On the **Favorites** menu, click **Organize Favorites**.
2. Select the page you want to make available offline.
3. Select the **Make available offline** check box.
4. To specify a schedule for updating that page, and how much content to download, click **Properties**.

Notes

- Before you go offline, make sure you have the latest version of your pages by clicking the **Tools** menu, and then clicking **Synchronize**.
- You can also make Web pages available offline without adding them to your Favorites list by saving the pages on your computer.

To save a Web page on your computer

1. On the **File** menu, click **Save As**.
2. Double-click the folder you want to save the page in.
3. In the **File name** box, type a name for the page.
4. In the **Save as type** box, select a file type:
 - To save all of the files needed to display this page, including graphics, frames, and style sheets, click **Web Page, complete**. This option saves each file in

its original format.

- To save all of the information needed to display this page in a single MIME-encoded file, click **Web Archive**. This option saves a snapshot of the current Web page.

Note This option is available only if you have installed Outlook Express 5 or later.

- To save only the current HTML page, click **Web Page, HTML only**. This option saves the information on the Web page, but it does not save the graphics, sounds, or other files.
- To save only the text from the current Web page, click **Text Only**. This option saves the information on the Web page in straight text format.

Notes

- With **Web Page, complete** and **Web Archive**, you can view all of the Web page offline, without adding the page to your Favorites list and marking it for offline viewing.
 - When you choose **Web Page, complete**, only the current page is saved.
- More information about working offline can be found in the chapter entitled "Working Remotely."

AutoComplete

The new AutoComplete feature uses IntelliSense technology to help save you keystrokes and find sites, folders, and documents you've visited before.

The AutoComplete feature saves previous entries you've made for Web addresses, forms, and passwords. Then, when you type information in one of these fields, AutoComplete suggests possible matches. These matches can include folder and program names you type in the Address bar, and search queries, stock quotes, or information for just about any other field you fill in on a Web page.

1. In the Address bar, a field on a Web page, or a box for a username or password, start typing the information. If you've typed a similar entry before, AutoComplete lists possible matches as you type.
2. If a suggestion in the list matches what you want to enter in that field, click the suggestion. If not, continue typing.

Notes

- The information used for suggested matches is stored on your computer and is encrypted to protect your privacy.
- Web sites cannot gain access to this information. They can only receive what you explicitly enter in forms.
- When typing information in Web forms and typing passwords, you can remove an item from the list of suggestions by clicking the item and then pressing the DELETE key.

To adjust AutoComplete settings

You can tailor the AutoComplete feature to save and suggest only the information you want. You can choose whether to use AutoComplete for Web addresses, forms, and passwords, or not use it all. And you can clear the history for any of these.

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.
2. Click the **Content** tab.
3. In the **Personal information** area, click **AutoComplete**.
4. Select the check boxes for the AutoComplete options you want to use.

WORKING REMOTELY

Microsoft Windows 2000 Professional makes it easier to work just as productively, efficiently, and securely when you work from a remote site as when you work in the office.

Working Offline

It's now significantly easier to use network-based files and Web pages when you are offline.

- In Windows Explorer, you can select the network-based files and folders you want to use offline.
When you are disconnected from the network, the files and folders still appear in the same Windows Explorer window, as though you are still connected to your network.
- Reduce your time online by viewing your Web pages offline.
It's easy to take Web pages offline. You can save a Web page and its links to your Favorites folder, and browse the page offline. For more information on how to make Web pages available offline, see the chapter entitled "Working on the Web."
- The new Synchronization Manager handles synchronization for all offline files, folders, and Web pages.
Synchronization is automatic when you log on, when you log off, or when your computer is idle. You can also schedule synchronization.

Offline Files

Using Offline Files, you can continue to work with network files and programs even when you are not connected to the network. Any shared files or folders on a Microsoft network can be made available offline. You can make files available offline from any computer that supports Server Message Block-based (SMB) File and Printer Sharing, including Windows 95, Windows 98, and Windows NT® 4.0. Offline Files is not available on Novell NetWare networks.

When the status of your network connection changes, an Offline Files icon appears in the status area and an informational balloon is displayed over the status area to notify you of the change. If the informational balloon notifies you that you are offline, you can continue to work with your files as you normally do, or you can click the Offline Files icon in the status area for more information about the status of your connection.

If you lose your connection to the network or undock your portable computer, you can still browse network drives and shared folders in My Computer or My Network Places. A red X appears over any disconnected network drives. You will be able to see only those files that you made available offline and any files that you created after the network connection was lost. Your view of shared network items that have been made available offline remains just as it was when you were connected. You can continue to work with them as you normally do.

Your permissions on the network files and folders remain the same whether you are

connected to the network or working offline. For example, a read-only document on a mapped network drive would remain read-only if you were disconnected from the network.

While you are disconnected from the network, you can print to local printers, but you cannot print to shared printers on the network. Instead, the file is spooled and will print to your local printer when you are reconnected to the network.

Once you reconnect to the network, Synchronization Manager updates the network files with changes that you made while working offline.

To make a shared network file or folder available offline

1. In My Computer or My Network Places, click the shared network file or folder that you want to make available offline.
2. On the **File** menu, click **Make Available Offline**.

The first time you make an item available offline, the Offline Files wizard will guide you through the process. When the **Synchronizing** dialog box disappears, the item is available offline.

Notes

- Individual files from a shared network folder or an entire shared network folder can be made available offline. If an entire folder is made available offline, any files placed in that shared folder will automatically be made available offline the next time the computers are synchronized.
- **Make Available Offline** will appear on the **File** menu only if your computer was set up to use Offline Files.
- If a shortcut to a file is made available offline, that file is made available offline, but if a shortcut to a folder is made available offline, the contents of that folder will *not* be made available offline.
- To undo making a file or folder available offline, right-click the item and click **Make Available Offline** again to remove the check mark.

Synchronization Manager

Using Synchronization Manager, you can control when your offline files are synchronized with files on the network. This ensures that you have the latest information from your network or from the Internet when you need it, while minimizing the disruption to work on your system.

You can have Synchronization Manager automatically synchronize the information that is available to you offline in a number of ways:

- Every time you log on or off your computer, or both.
- At specific intervals while your computer is idle.
- At scheduled times.

Combinations of these options can be used and different options can be used for

offline files from different shared sources.

Synchronization Manager compares items on the network to those that you opened or updated while working offline and then makes the most current version available to both your computer and to the network. Among the items you can synchronize are individual files, entire folders, and offline Web pages. Synchronization Manager provides a single location where you can go to synchronize any shared files that have been made available offline, regardless of the type of file or of the program that was used to make the file available offline.

Synchronization Manager also controls whether a full or a quick synchronization is performed. A full synchronization ensures that you have the most current version of every network file that has been made available offline. A quick synchronization is much faster than a full synchronization but may not provide the most current version of every network file that has been made available offline. However, a quick synchronization does ensure that a complete version of every file is available so that you can continue working.

To synchronize offline items when you log on or off a computer

1. Open Synchronization Manager.
2. Click **Setup**.
3. On the **Logon/Logoff** tab, in the **When I am using this network connection** list, select the network connection that you want to use.
4. In the **Synchronize the following checked items** list, select the check boxes beside the offline items that you want to synchronize, such as a folder on a mapped network drive or an Internet Explorer offline Web page.
5. Under **Automatically synchronize the selected items**, select either **When I log on to my computer** or **When I log off my computer**, or select both.
6. If you want Synchronization Manager to request permission before automatically synchronizing your offline items, select the **Ask me before synchronizing the items** check box.

Notes

- By choosing when offline items are synchronized, you can better manage the work on your computer and on the network. For example, when connected to the network by modem, synchronization time can be minimized by clearing all automatic synchronization options and manually synchronizing individual files.
- When using Offline Files, it is recommended that you *a/ways* synchronize when you log on to your computer. This will ensure that changes that were made on your computer are synchronized with changes that were made on the network while you were disconnected.

To schedule offline items to synchronize

1. Open Synchronization Manager.
2. Click **Setup**, and then click the **Scheduled** tab.
3. Click **Add** to start the Scheduled Synchronization wizard, which assists you in

creating a synchronization schedule.

Note

- To change an existing synchronization schedule, on the **Scheduled** tab, click the schedule you want to change, and then click **Edit**.

To synchronize offline items while your computer is idle

1. Open Synchronization Manager.
2. Click **Setup**, and then click the **On Idle** tab.
3. In the **When I am using this network connection** list, select the network connection that you want to use.
4. In the **Synchronize the following checked items** list, select the check boxes beside the offline items that you want to synchronize, such as a folder on a mapped network drive or an Internet Explorer offline Web page.
5. Select the **Synchronize the selected items while my computer is idle** check box.

Notes

- A different synchronization setup can be created for each of your network connections.
- To specify whether to synchronize offline items while your computer is running on batteries, click **Advanced**. You can also change how often to synchronize and how long after your computer is idle to begin synchronizing.

Network and Dial-up Connections folder

Windows 2000 makes it easier to manage and configure all of your network connections. From the Network and Dial-up Connections folder, you can:

- Set up new connections.
- Connect and disconnect.
- Monitor the status of connections.
- Configure existing connections.

The Network Connection wizard walks you through the process of creating all types of connections and configures them automatically.

Automatic Infrared Support

With automatic infrared support, you can connect wirelessly to other devices simply by pointing them toward each other. You can:

- Transfer files and images.
- Synchronize schedules and e-mail.
- Print without any need for a cable or set up.

Windows 2000 Professional supports protocols of the Infrared Data Association (IrDA) enabling data transfer over infrared connections. This provides an infrastructure to allow other devices and programs to communicate with

Windows 2000 through the IrDA interface. Windows 2000 installs with the Wireless Link program that transfers files to or from another computer running the Windows 2000 or Windows 98 operating system.

Windows 2000 Plug-and-Play architecture automatically detects and installs the infrared component for computers with built-in IrDA hardware. For computers without built-in IrDA hardware, a user can attach a serial IrDA transceiver to a serial COM port and use the Add/Remove Hardware wizard in Windows 2000 to install the device.

After an infrared device is installed, the icon for the Wireless Link properties appears in Control Panel. When another IrDA transceiver comes in range, the Wireless Link icon appears on the desktop and on the taskbar. You can then send a file over the infrared connection with any of the following actions:

- Specify a location and one or more files using the **Wireless Link** dialog box.
- Use drag-and-drop operations to move files onto the Wireless Link Desktop icon.
- Right-click any selection of files on the Desktop, in Windows Explorer, or in My Computer and click the **Send To Infrared Recipient** command.
- Print to a printer configured to use an infrared port.

In addition to sending or printing files, you can create a network connection that connects two computers using the infrared port. This enables you to map shared drives on a host computer and work with files and folders in Windows Explorer or My Computer. An infrared network connection allows you to connect directly to another computer without modems, cables, or network hardware.

For additional infrared functionality, you may choose to install other software that uses the IrDA infrastructure provided in Windows 2000. To install and use other software, refer to the manufacturer's instructions.

WORKING SECURELY

Encrypted File System

Your files will be safe, even if your computer is lost or stolen. Using the Encrypting File System (EFS), you can encrypt any NTFS file or folder. EFS automatically decrypts files when you use them and re-encrypts them when you are finished.

EFS provides the core file encryption technology used to store encrypted files on NTFS file system volumes. Once you encrypt a file or folder, you work with the encrypted file or folder just as you do with any other files and folders. Encryption is transparent to the user that encrypted the file. This means that you do not have to decrypt the encrypted file before you can use it. You can open and change the file as you normally do. However, an intruder who tries to open, copy, move, or rename your encrypted file or folder will receive an access denied message.

Use EFS to keep your documents safe from intruders who might gain unauthorized physical access to your sensitive stored data (by stealing your laptop or Zip disk, for example).

When you work with encrypted files and folders, keep in mind the following information and recommendations:

Important EFS Information

- Only files and folders on NTFS volumes can be encrypted.
- You cannot encrypt files or folders that are compressed. First you must uncompress the file or folder, then you can encrypt it. On a compressed volume, uncompress folders you want to encrypt.
- Only the user who encrypted the file can open it.
- You cannot share encrypted files. EFS is not for distributing private data.
- Encrypted files can become decrypted if you copy or move the file to a volume that is not an NTFS volume.
- Use cutting and pasting to move files into an encrypted folder. If you use a drag-and-drop operation to move the files, they will not be encrypted in the new folder automatically.
- System files cannot be encrypted.
- Encrypting a folder or file does not protect against deletion. Anyone with delete permission can delete encrypted folders or files.
- Temporary files, which are created by some programs when documents are edited, are also encrypted as long as all the files are on an NTFS volume and in an encrypted folder. It is recommended that you encrypt the Temp folder on your hard disk for this reason.
- You can encrypt or decrypt files and folders located on a remote computer that has been enabled for remote encryption. For more information, consult your domain administrator. However, if you open the encrypted file over the network, the data that is transmitted over the network by this process is not encrypted. Other protocols, such as SSL/PCT or IPSEC, must be used to encrypt data over the wire.
- A recovery policy is automatically implemented when you encrypt your first file

or folder so that if you should lose your file encryption certificate and associated private key, a recovery agent can decrypt your file for you.

EFS Recommendations

- Encrypt the My Documents folder if this is the place where you save most of your documents. This ensures that your personal documents are encrypted by default.
- Encrypt your Temp folder so that any temporary files created by programs are automatically encrypted.
- Encrypt folders instead of individual files so that if a program creates temporary files during editing, these will be encrypted as well.
- Using the **Export** command from Certificates in Microsoft Management Console (MMC), make backup copies on floppy disk of your file encryption certificate and associated private key. Keep the floppy disk in a secure location. Then, if you should ever lose your file encryption certificate (through disk failure or any other reason), you can restore the certificate and associated private key from the floppy disk using the **Import** command from Certificates in MMC and be able to open your encrypted files.

To encrypt a file or folder

You encrypt or decrypt a folder or file by setting the encryption property for folders and files just as you set any other attribute, such as read-only, compressed, or hidden. If you encrypt a folder, all files and subfolders created in the encrypted folder are automatically encrypted. It is recommended that you encrypt at the folder level.

1. In Windows Explorer, right-click the file or folder that you want to encrypt, and then click **Properties**.
2. On the **General** tab, click **Advanced**.
3. Select the **Encrypt contents to secure data** check box.

You can also encrypt or decrypt a file or folder using the command-line function **cipher**. For more information about the cipher command, type **cipher /?** at a command prompt.

Notes

- To start Windows Explorer, click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.
- You can only encrypt files and folders on NTFS file system volumes.
- Compressed files and system files cannot be encrypted. However, you can uncompress a file or folder and then encrypt it.
- When you encrypt on a remote computer, verify that the folder or file is encrypted by returning to the folder or file properties, clicking **Advanced**, and checking that the **Encrypt contents to secure data** check box is selected.
- When you encrypt a folder, you are asked if you want all files and subfolders

within the folder to be encrypted as well. If you choose to do so, all future files and subfolders that are added to the folder will be encrypted automatically.

- When you encrypt a single file, you are asked if you want to encrypt the folder that contains it as well. If you choose to do so, all future files and subfolders that are added to the folder will be encrypted automatically.
- Programs that create temporary work files can compromise file encryption security. If you are working with such programs, encrypt at the folder level rather than encrypting individual files.

To decrypt a file or folder

1. In Windows Explorer, right-click the encrypted file or folder, and then click **Properties**.
2. On the **General** tab, click **Advanced**.
3. Clear the **Encrypt contents to secure data** check box.

Note

- To start Windows Explorer, click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.
- You do not have to decrypt a file to open the file and edit it. Decrypt a file when you want to share it with others.
- When you decrypt a folder, you are asked if you want all files and subfolders within the folder to be decrypted as well. If you choose to decrypt the folder only, the encrypted files and folders within the decrypted folder remain encrypted. However, new files and folders that you create within the decrypted folder will not be automatically encrypted.

To copy an encrypted file or folder

1. In Windows Explorer, click the encrypted file or folder that you want to copy.
2. On the **Edit** menu, click **Copy**.
3. Open the folder or disk where you want to store the copy.
4. On the **Edit** menu, click **Paste**.

Notes

- To start Windows Explorer, click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.
- An encrypted file or folder is decrypted if you copy it to a volume that is not an NTFS file system volume.
- When you copy encrypted files and folders to different computers, you must be sure your encryption certificate and private key are available on those computers as well. Otherwise, you will not be able to open or decrypt the files or folders that you copy.

Using Certificates

Certificates is a snap-in that helps you request new public key certificates and manage existing certificates. Certificates are used by a variety of public key security

services and applications that provide authentication, data integrity, and secure communications across nonsecure networks such as the Internet. Administrators can manage certificates for themselves and other users, a computer, or a service. Users can manage certificates only for themselves.

Power Options

Using Power Options, you can reduce the power consumption of any number of your computer devices or of your entire system by choosing a power scheme, which is a collection of settings that manages the power usage by your computer. You can create your own power schemes or use the ones provided with Windows 2000 Professional.

You can also adjust the individual settings in a power scheme. For example, depending on your hardware, you can:

- Turn off your monitor and hard disks automatically to save power.
- Put the computer on standby when it is idle. While on standby, your monitor and hard disks turn off, and your computer uses less power. When you want to use the computer again, it comes out of standby quickly, and your desktop is restored exactly as you left it. Standby is particularly useful for conserving battery power in portable computers. Because Standby does not save your desktop state to disk, a power failure while on Standby can cause you to lose unsaved information.
- Put your computer in hibernation. The hibernate feature turns off your monitor and hard disk, saves everything in memory on disk, and turns off your computer. When you restart your computer, your desktop is restored exactly as you left it. It takes longer to bring your computer out of hibernation than out of standby.

Typically, you would turn off your monitor or hard disk when you plan to be away for a short period to conserve power.

If you plan to be away from your computer for a while, put your computer on standby, which puts your entire system in a low-power state.

Put your computer in hibernation when you will be away from the computer for an extended time or overnight. When you restart the computer, your desktop is restored exactly as you left it.

To use Windows 2000 Power Options, you must have a computer that is set up by the manufacturer to support these features. For more information, see your computer documentation.

To put your computer on standby automatically

1. In Control Panel, open **Power Options**.
2. In **Power Schemes**, click the down arrow, and then select a power scheme. The time settings for the power scheme are displayed in **System standby**, **Turn off monitor**, and **Turn off hard disks**.

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3. To turn off your monitor before your computer goes on standby, select a time in **Turn off monitor**.
 4. To turn off your hard disk before your computer goes on standby, select a time in **Turn off hard disks**.

Notes

- You may want to save your work before putting your computer on standby. While the computer is on standby, information in computer memory is not saved to your hard disk. If there is an interruption in power, information in memory is lost.
- You can create a new power scheme by specifying the time settings you want and then clicking **Save As**.
- If you're using a portable computer, you can specify one setting for battery power and a different setting for AC power.
- To put your computer on standby, you must have a computer that is set up by the manufacturer to support this option.
- The Power Options you see will vary depending on the exact hardware configuration you have.

To put your computer on standby manually

1. In Control Panel, open **Power Options**.
2. Under **When I press the power button on my computer**, click **Standby**. If you are using a portable computer, click **Standby** under **When I close the lid of my portable computer**.
3. Click **OK** or **Apply**, and then turn off the power or close the lid of your portable computer.

Notes

- You can also put your computer on standby by clicking **Start**, clicking **Shutdown**, and then clicking **Standby**.
- You may want to save your work before putting your computer on standby. While the computer is on standby, information in computer memory is not saved on your hard disk. If there is an interruption in power, information in memory is lost.
- To put your computer on standby, you must have a computer that is set up by the manufacturer to support this option.
- The Power Options you see will vary depending on the exact hardware configuration you have.

To put your computer into hibernation automatically

1. In Control Panel, open **Power Options**.
2. Click the **Hibernate** tab, and then click the check box.
If the **Hibernate** tab is not available, your computer does not support this feature.
3. Click a time in **Switch to hibernation**.

Notes

- Your computer hibernates after it has been idle for the time period specified in **System hibernates**.
- When you put your computer into hibernation, everything in computer memory is saved on your hard disk, and your computer is switched off. When you turn the computer back on, all programs and documents that were open when you turned the computer off are restored on the desktop.
- To put your computer into hibernation, you must have a computer that is set up by the manufacturer to support this option.
- The Power Options you see will vary depending on the exact hardware configuration you have.

To put your computer into hibernation manually

1. In Control Panel, open **Power Options**.
2. Click the **Hibernate** tab, then click the check box. If the **Hibernate** tab is not available, your computer does not support this feature.
3. Click **OK** to close the **Power Options** dialog box.
4. Click **Start**, and then click **Shut Down**. On the **Shut Down Windows** dialog box, click **Hibernate**.

Notes

- When you put your computer into hibernation, everything in computer memory is saved on your hard disk. When you turn the computer back on, all programs and documents that were open when you turned the computer off are restored on the desktop.
- To put your computer into hibernation, you must have a computer that is set up by the manufacturer to support this option.
- The Power Options you see will vary depending on the exact hardware configuration you have.

FOR MORE INFORMATION

For the latest information on Windows 2000, check out our World Wide Web site at <http://www.microsoft.com/windows/> and the Windows NT Server Forum on the Microsoft Network (GO WORD: MSNTS).

For the latest information on the Windows 2000 Beta 3, check out the World Wide Web site at <http://www.microsoft.com/windows/professional>.

Before You Call for Support

Please keep in mind that Microsoft does not provide support for these walkthroughs. The purpose of the walkthroughs is to facilitate your initial evaluation of the Microsoft Windows 2000 features. For this reason, Microsoft cannot respond to questions you might have regarding specific steps and instructions.

Reporting Problems

Problems with Microsoft Windows 2000 Beta 3 should be reported via the appropriate bug reporting channel and alias. Please make sure to adequately describe the problem so that the testers and developers can reproduce it and fix it. Refer to the Release Notes included on the Windows 2000 Beta 3 distribution media for some of the known issues.